

**OFFICE OF CRIMINAL JUSTICE PLANNING  
VIOLENCE AGAINST WOMEN ACT (VAWA)  
S\*T\*O\*P (SERVICES\*TRAINING\*OFFICERS\*PROSECUTORS)  
American Indian Women Domestic Violence Assistance Program**

**Proposal Checklist and Required Sequence**

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- ( ) GRANT AWARD FACE SHEET (*General Instructions*)
  
- ( ) PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)
  
- ( ) PROJECT NARRATIVE (*Programmatic Instructions*)
  - Problem Statement
  - Plan
  - Implementation
  
- ( ) PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
  - Budget Narrative
  - Budget Forms - OCJP A303a, A303b, A303c
  
- ( ) PROPOSAL APPENDIX (*Programmatic Instructions*)
  - Map
  - Mandated Training Plan
  - Organizational Chart
  - Staff Job Descriptions and Qualifications
  - Client Confidentiality Policy
  - Operational Agreements/Memorandums of Understanding

## **OFFICE OF CRIMINAL JUSTICE PLANNING**

### **American Indian Women Domestic Violence Assistance Program (AIWDVAP)**

#### **PROGRAMMATIC INSTRUCTIONS**

##### **A. PROPOSAL DUE DATE**

###### **THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:**

**DATE: WEDNESDAY, SEPTEMBER 24, 1997**

**TIME: NO LATER THAN 5:00 P.M.**

##### **B. CONTACT INFORMATION**

If there are any questions regarding this Request-for-Proposal (RFP), please contact Norine Hegy, Program Specialist, Violence Against Children and Domestic Violence Branch, at (916) 327-8700.

##### **C. ELIGIBILITY CRITERIA**

Applicants eligible to receive funding under the newly created American Indian Women Domestic Violence Assistance Program (AIWDVAP) must meet the following eligibility requirements:

- The applicant must be a federally recognized California Indian Tribe or a consortium or council of federally recognized California Indian tribes. The term "Indian Tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians that is recognized as eligible for special programs and services provided to them by the United States because of their status as Indians (Section 2003 (3) of Public Law 103-322, Vol. 108, Statutes at Large, Title IV).
- The Indian tribal government or unit of local government must be able to certify that its laws, policies, and practices do not require the victim to bear the prosecution cost of any domestic violence misdemeanor or felony offense. Such costs include, but are not limited to: those associated with the filing of criminal charges against the domestic violence offender, or the costs associated with the issuance or service of a warrant, protection order, and witness subpoena (arising from the incident that is the subject of the arrest or criminal prosecution).

##### **D. FUNDING CYCLE AND DURATION**

1. **Grant Award Period** - Agencies responding to this RFP must budget for a 12 month grant period, beginning November 1, 1997, and ending October 31, 1998. Successful applicants will be funded for a three-year period that will end October 31, 2000. Continuation funding is contingent upon satisfactory performance and is subject to the

availability of funds.

2. **Grant Award Amount** - The total amount of funds available for AIWDVAP is \$300,000. The maximum amount of funding for which applicants may apply is \$150,000. Applicants should use this amount when preparing their budgets. It is anticipated that this same amount will be available for each subsequent 12 month grant period. Projects will be reviewed at the end of year one to determine if funding adjustments for subsequent years are warranted.
3. **Match Requirements** - A 25 percent total project cost match is required for this program. The match may be met through cash or in-kind services. Additionally, Indian Tribes may meet the 25 percent matching requirement by using funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
4. **Source of Funds** - The Violent Crime Control and Law Enforcement Act of 1994, signed into law by President Clinton on September 14, 1994 amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the Violence Against Women Act (VAWA), Title IV. The source of funds for this program is the Law Enforcement and Prosecution Grants to Reduce Violence Against Women Program (renamed Services\*Training\*Officers\*Prosecutors (S\*T\*O\*P) Formula Grant Program by the Federal Department of Justice) located in 42 USC 3796gg.
5. **Purpose of S\*T\*O\*P Formula Grant Program Development** - The purpose of the S\*T\*O\*P Formula Grant Program is to assist state and local governments to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and victim services in cases involving violence crimes against women (including sexual assault, domestic violence and stalking).

## **E. PROGRAM INFORMATION**

1. **Program Purpose** - American Indian domestic violence victims in California are severely under-served due to the lack of culturally sensitive services. The purpose of this program is to provide culturally sensitive services to American Indian Women Victims of domestic violence. The AIWDVAP will fund the creation of two Indian specific domestic violence service programs.
2. **Geographic Distribution** - OCJP anticipates funding two AIWDVAP projects; one Northern California project and one Southern California project. The dividing line between Northern California and Southern California will follow the northern boundaries of Monterey, San Benito, Fresno, and Inyo Counties.
3. **Mandated Services** - The project has six mandated services:
  - b. Provide community resources and referral services for victims of domestic violence.
  - c. Provide or refer for emergency food and clothing for victims of domestic violence.

- d. Provide emergency transportation for victims of domestic violence.
- e. Provide or refer for domestic violence counseling services for victims of domestic violence.
- f. Provide emergency shelter services (through safe homes, motels, relocation, or shelter facilities) for victims of domestic violence.
- g. Provide information and assistance with temporary restraining orders for victims for domestic violence.

**1. Other Recommended Service Components** - Applicants are encouraged to implement one or more of the following:

- d. Establish and open an accessible drop-in business office.
- e. Provide a twenty-four hour crisis line service for victims of domestic violence.
- f. Provide emergency relocation services for victims of domestic violence.
- g. Provide culturally appropriate training's to tribal community service providers, law enforcement personnel, judges, county and tribal social services personnel, educators, medical service providers, etc. regarding the provision of services to American Indian women victims of domestic violence.
- h. Provide community education programs on the issues of domestic violence.

**1. Confidentiality** - Section 1037.1 et seq. of the Evidence Code provides the original definition of a domestic violence counselor, which was enacted in 1986 and remains unchanged (Attachment A ).

Victims have the ability to assert the domestic violence victim-counselor privilege under the Evidence Code, thereby allowing them to maintain the confidential relationship with their counselor. Projects whose staff and volunteers meet the definition of a domestic violence counselor will be better able to assure this important right to the victims they counsel. Moreover, counselors who meet the definition will be able to claim, and must assert the privilege under certain circumstances, thus giving victims significant added protection.

## **F. PROJECT NARRATIVE INSTRUCTIONS**

### **1. Problem Statement**

Provide a narrative description of the problem in the applicant's service area which will be addressed by the project. Describe the service area, location, population, social factors and the incidence of domestic violence. Describe the specific issues to be addressed by the project. Describe how services will be accessed. Discuss the need

for the project and why current resources are not meeting this need.

The Proposal Appendix must include one legible map which clearly shows the following: a) boundaries of the service area; b) the applicant agency's location; and c) the anticipated location of the proposed project.

## **2. Plan**

Applicants must propose a one year plan to develop and implement a AIWDVAP project.

### **a. Project Description**

Describe how the project will impact the problem. Define the client population to be served, including any unique aspects or specific needs to be addressed. Describe how the service delivery system and mandated services will be phased into implementation.

### **b. Project Objectives and Activities**

There are six mandatory objectives for AIWDVAP projects funded under this program. Activities describe steps necessary to achieve the objective. Each activity must indicate the anticipated time frame and the staff who will complete the activity. Type objectives on the left side of the page and indent the list of activities under the corresponding objective, as the following example illustrates:

#### OBJECTIVE:

To provide community resources and referral information services to \_\_\_\_ domestic violence victims from November 1, 1997 through October 31, 1998.

#### ACTIVITIES:

- The Project Director will recruit, hire, and train a Resource Specialist by 12/1/97.
- The Resource Specialist will develop contacts with tribal and non-tribal agencies within the criminal justice system by 1/15/98
- The Resource Specialist will develop contacts with tribal and non-tribal service providers that could be of assistance to victims of domestic violence by 1/15/98.
- The Resource Specialist will create a data base by 2/1/98
- The Resource Specialist will recruit volunteers to assist with the dissemination of resources and referral information by 3/1/98.
- The Project Director will ensure the volunteers receive the mandatory 40 hour training by 4/15/98.
- The Resource Specialist will identify the days and hours resources and referral information service will be available by 4/15/98.
- The Resource Specialist will advertise the availability of the information service by 4/15/98.
- The Resource Specialist will ensure the resources and referral information services are provided on an ongoing basis by 5/1/98.

Use a separate piece of paper for each objective. Insert the number to be served during the grant year. The following objectives, worded as shown, are required to be submitted.

- 1) **Objective 1** - To provide community resources and referral information services to \_\_\_\_ domestic violence victims.
- 2) **Objective 2** - To provide or refer for emergency food and clothing to \_\_\_\_ domestic violence victims.
- 3) **Objective 3** - To provide emergency transportation to \_\_\_\_ domestic violence victims.
- 4) **Objective 4** - To provide or refer for domestic violence counseling services to \_\_\_\_ domestic violence victims.
- 5) **Objective 5** - To provide emergency shelter services to \_\_\_\_ domestic violence victims.
- 6) **Objective 6** - To provide information and assistance with temporary restraining orders to \_\_\_\_ domestic violence victims.

In addition to the AIWDVAP mandated objectives, applicants may propose optional project objectives. If the applicant proposes additional objectives they must be described in the same format as outlined above, including a measurable objective statement, a list of activities to meet each objective, staff person responsible for each of the tasks, and time frame for completion of each of the tasks. Optional objectives must contribute to the achievement of the program purpose.

#### **c. Training**

All projects funded under the AIWDVAP must ensure that all staff and volunteers meet the definition of a “domestic violence counselor” as specified under Evidence Code Section 1037.1(a). Consequently, projects shall provide the minimum 40 hours training specified under Section 1037.1(a)(1) (Attachment A). This training must include the history of domestic violence, civil and criminal law as it relates to domestic violence, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims, and referral services available to domestic violence victims. The Proposal Appendix must include a copy of the proposed 40 hour training plan. The plan should include the content of the training, the background and experience of the trainers, and the number of hours scheduled for each topic,

#### **d. Evaluation Plan**

Describe the methods and procedures for collecting and storing data regarding

client services and other program activities, e.g., demographics of victims served and services provided to each victim. Include a description of the procedures utilized to ensure confidentiality of records. Describe the source documentation to be used to track and report and verify the achievement of project objectives.

### **3. Implementation**

#### **a. Agency Administration**

##### Qualifications

- Describe the qualifications of the implementing agency including history, expertise, and services provided.
- Include in the Proposal Appendix an organizational chart which shows the relationships between the governing body of the organization, the project staff, and any volunteers.
- Include in the Proposal Appendix resumes of organization management personnel and all project staff. Include job descriptions and qualifications for existing project staff and those to be hired.

##### Fiscal Management Procedures

- Describe the fiscal management procedures used by the applicant to ensure the integrity of funds.
- Describe how incoming and outgoing funds are processed to ensure the integrity of funds.
- Describe how grant funds are differentiated from other project funding sources.

##### Client Confidentiality

- Describe the process which the applicant employs to ensure that victim confidentiality is protected. Summarize the content of the applicant agency's client confidentiality policy. Include in the Proposal Appendix a complete copy of the client confidentiality policy.
- Describe how new staff and volunteers are informed of statutory confidentiality requirements. Procedures must conform to Evidence Code Sections 1037 through 1037.6 (Attachment A).

#### **b. Agency Coordination**

List and describe those agencies with whom the agency proposes to develop coordination. Provide a description of the plans for coordination and anticipated agreements with those agencies. Provide copies of any signed and dated Operational Agreements (OA) or Memorandum of Understanding (MOU) for

each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 1997/98. Include any OAs/MOUs in the Proposal Appendix.

## **G. SPECIFIC BUDGET INSTRUCTIONS**

### **1. Match**

Applicants must include the required 25 percent match in the budget. The match must be calculated based on the total project cost. Expenditures utilized as match to the project must be clearly identified on the budget pages as cash or in-kind.

### **2. OCJP Mandated Training**

Applicants must budget \$200 for registration (per attendee) and sufficient travel and per diem for at least one staff to attend the OCJP Victim Services Conference scheduled for April 6-9, 1998, at the Radisson Hotel in Sacramento.

### **3. Prohibited Activities/Costs**

Prohibited activities/costs include:

- Development of domestic violence prevention curricula for schools (Section 40151 and 40251 of VAWA authorizes funds for the Department of Health and Human Services to develop such educational programs, beginning in FY 1996).
- Costs charged to a domestic violence victim as prohibited by VAWA, including costs associated with; filing criminal charges against a domestic violence offender or the issuance and service of a warrant, protection order, and witness subpoena.

## **H. PROPOSAL APPENDIX**

The Proposal Appendix provides OCJP with additional information to support components of the grant application. Instructions are listed below:

### **1. Map**

The Proposal Appendix must include one legible map which clearly shows the following: a) boundaries of the service area; b) the applicant agency's location; and c) the anticipated location of the proposed project.

### **2. Mandated Training Plan**

The Proposal Appendix must include a copy of the proposed 40 hour training plan. The plan should include the content of the training, the background and experience of the



trainers, and the number of hours scheduled for each topic.

### **3. Organizational Chart**

The Proposal Appendix must include an organizational chart which shows the relationships between the governing body of the organization, the project staff, and volunteers.

### **4. Staff Job Descriptions and Qualifications**

The Proposal Appendix must include resumes of organization management personnel and all project staff. Also include job descriptions and qualifications for existing project staff and those to be hired.

### **5. Client Confidentiality Policy**

The Proposal Appendix must include a complete copy of the client confidentiality policy.

### **6. Operational Agreements/Memorandums of Understanding**

Provide copies of any signed and dated Operational Agreements (OA) or Memorandum of Understanding (MOU) for each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 1997/98.

**CALIFORNIA EVIDENCE CODE**  
**ARTICLE 8.7 DV VICTIM-COUNSELOR PRIVILEGE**

**§ 1037.1 "Domestic Violence Counselor; Qualifications.**

As used in this article, "domestic violence counselor" means any of the following:

- (a) A person who is employed by any organization providing the programs specified in § 18294 of the Welfare and Institutions Code, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence, who has received specialized training in the counseling of domestic violence victims, and who meets one of the following requirements:
  - (1) Has a master's degree in counseling or a related field; or has one year of counseling experience, at least 6 months of which is in the counseling of domestic violence victims.
  - (2) Has at least forty hours of training as specified in this paragraph and is supervised by an individual who qualifies as a counselor under paragraph (1); or is a psychotherapist, as defined in § 1010. The training, supervised by a person qualified under paragraph (1), shall include, but need not be limited to, the following areas: history of domestic violence, civil and criminal law as it relates to domestic violence, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims, and referral services available to domestic violence victims.
- (b) A person who is employed by any organization providing the programs specified in § 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting victims of domestic violence, and who meets one of the following requirements:
  - (1) Psychotherapist as defined in § 1010; has a master's degree in counseling or a related field; or has one year of counseling experience, at least 6 months of which is in counseling victims of domestic violence.
  - (2) Has the minimum training for counseling victims of domestic violence required by guidelines established by the employing agency pursuant to subdivision (c) of § 13835.10 of the Penal Code, and is supervised by an individual who qualifies as counselor under paragraph (1). The training supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, victimology, counseling techniques, client and system advocacy, and referral services.

**§ 1037.2. "Confidential Communication; Compulsion of Disclosure by Court; Claim of Privilege**

As used in this article, "confidential communication" means information transmitted between the

#### Attachment A

victim and the counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the domestic violence counselor is consulted. It includes all information regarding the facts and circumstances involving all incidences of domestic violence, as well as all information about the children of the victim or abuser and the relationship of the victim with the abuser.

The court may compel disclosure of information received by a domestic violence counselor which constitutes relevant evidence of the facts and circumstances involving a crime allegedly perpetrated against the victim or another household member and which is the subject of a criminal proceeding, if the court determines that the probative value of the information outweighs the effect of disclosure of the information on the victim, the counseling relationship, and the counseling services. The court may compel disclosure if the victim is either dead or not the complaining witness in a criminal action against the perpetrator. The court may also compel disclosure in proceedings related to child abuse if the court determines the probative value outweighs the effect of the disclosure on the victim, the counseling relationship, and the counseling services.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege consents to have present. If the judge determines that the information is privileged and must not be disclosed, neither he nor she nor any other person may disclose, without the consent of a person authorized to permit disclosure, any information disclosed in the course of the proceedings in chamber.

If the court determines that information shall be disclosed, the court shall so order and inform the defendant in the criminal action. If the court finds there is a reasonable likelihood that any information is subject to disclosure pursuant to the balancing test provided in this section, the procedure specified in subdivisions (1), (2), and (3) of Section 1035.4 shall be followed:

- (1) The court shall inform the defendant of the nature of the information which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and at the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

#### **§ 1037.4. "Holder of the Privilege" Defined.**

As used in this article, "holder of the privilege" means:

- (a) The victim when such person has no guardian or conservator.

- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.

**§ 1037.5. When Privilege to Refuse to Disclose Confidential Communication May Be Claimed.**

A victim of domestic violence, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a domestic violence counselor if the privilege is claimed by any of the following persons:

- (a) the holder of the privilege;
- (b) a person authorized to claim the privilege by the holder of the privilege; or
- (c) the person who was the domestic violence counselor at the time of the confidential communication. However, that person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

**§ 1037.6. When Counselor Shall Claim Privilege.**

The domestic violence counselor who received or made a communication subject to the privilege granted by this article shall claim the privilege whenever he or she is present when the communication is sought to be disclosed and he or she is authorized to claim the privilege under subdivision (c) Section 1037.5.

## **SAMPLE OPERATIONAL AGREEMENT**

This Operational Agreement stands as evidence that the \_\_\_\_\_ (applicant agency) and the \_\_\_\_\_ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in \_\_\_\_\_ (jurisdiction). Both agencies believe that implementation of the \_\_\_\_\_ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The \_\_\_\_\_ (applicant agency) project will closely coordinate the following services with the \_\_\_\_\_ (agency) through:

- Project staff being readily available to \_\_\_\_\_ (agency) for service provision through \_\_\_\_\_ (describe arrangements with the agency);
- Regularly scheduled meetings \_\_\_\_\_ (how often) between \_\_\_\_\_ (persons/positions) to discuss strategies, time tables and implementation of mandated services.

\* Specifically:

\* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of \_\_\_\_\_ (applicant agency) and \_\_\_\_\_ (agency), do hereby approve this document.

For \_\_\_\_\_ For \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE OF CRIMINAL JUSTICE PLANNING  
AMERICAN INDIAN WOMEN DOMESTIC VIOLENCE PROGRAM  
RATING FORM: 1997/98**

Control #:		
Rater #:		
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	120
2. PLAN	625
3. IMPLEMENTATION	140
4. BUDGET	95
	TOTAL 980

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
<b>1. PROBLEM STATEMENT (Maximum 120 points)</b>					
a. Does the problem statement describe the service area, location, population, social factors, and incidence of domestic violence?	0	6	12	18	25
b. Does the problem statement describe the specific issues to be addressed?	0	6	12	18	25
c. Does the problem statement describe how services will be accessed?	0	6	12	18	25
d. Does the problem statement discuss the need for the project and why current resources are not meeting this need?	0	6	12	18	25
e. Does the map clearly reflect the boundaries of the service area, the agency's location, and the location of the proposed project?	0	5	10	15	20
<b>2. PLAN (Maximum 625 points)</b>					
<b>a. Project Description</b>					
1. Does the project description effectively impact the problem?	0	6	12	18	25
2. Does the applicant define the client population?	0	6	12	18	25
3. Does the applicant describe how the service delivery system and mandated services will be phased into implementation?	0	6	12	18	25
<b>b. Project Objectives and Activities</b>					
<b>OBJECTIVE 1</b>					
1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20
<b>OBJECTIVE 2</b>					
1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10

	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20

### **OBJECTIVE 3**

1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20

### **OBJECTIVE 4**

1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20

### **OBJECTIVE 5**

1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20

### **OBJECTIVE 6**

1. Does the objective estimate the number of victims to be served?	0	2	5	8	10
2. Do the activities indicate the staff responsible for completing the tasks?	0	2	5	8	10
3. Do the activities indicate the anticipated time frame to complete the tasks?	0	2	5	8	10
4. Do the activities effectively achieve the objective?	0	5	10	15	20

### **OPTIONAL OBJECTIVES**



	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
1. Do the optional objectives estimate the number of victims to be served?	0	5	10	15	20
2. Do the activities indicate the staff responsible for completing the tasks for each optional objective?	0	5	10	15	20
3. Do the activities indicate the anticipated time frame to complete the tasks for each optional objective?	0	5	10	15	20
4. Do the activities effectively achieve each optional objectives?	0	10	20	30	40
5. Do the optional objectives contribute to the achievement of the program purpose?	0	10	20	30	40
<b>c. Training</b>					
1. Is the training plan 40 hours in length?	0	0	5	5	5
2. Does the training plan cover the mandated topics?	0	5	10	15	20
3. Does the training plan include content, background & experience of trainers and the number of hours of each topic?	0	5	10	15	20
<b>d. Evaluation Plan</b>					
1. Does the plan address the methods and procedures for collecting and storing data related to client services and other program activities?	0	5	10	15	20
2. Does the plan describe procedures to ensure confidentiality?	0	5	10	15	20
3. Does the plan describe the source documentation to be used to measure achievement of the services?	0	6	12	18	25
<b>3. IMPLEMENTATION (Maximum 140 points)</b>					
<b>a. Agency Administration</b>					
1. Does the proposal describe the history, expertise, and services of the applicant?	0	2	5	8	10
2. Does the organizational chart clearly show the relationships between the governing body, project staff, and any volunteers?	0	2	5	8	10
3. Does the proposal include resumes, and job descriptions and qualifications of existing and proposed staff?	0	2	5	8	10
4. Does the proposal clearly describe the fiscal management procedures and will they effectively ensure the integrity of the funds?	0	2	5	8	10

	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
5. Does the proposal clearly describe how incoming and outgoing funds are processed and will this process effectively ensure the integrity of the funds?	0	2	5	8	10
6. Does the proposal clearly describe how grant funds are differentiated from other project funding sources?	0	2	5	8	10
7. Does the proposal clearly describe the process for ensuring client confidentiality?	0	5	10	15	20
8. Does the proposal clearly describe how staff and volunteers are informed of confidentiality requirements?	0	5	10	15	20
<b>b. Agency Coordination</b>					
1. Does the proposal describe coordination with other agencies? Are participating agencies listed?	0	5	10	15	20
2. Are participating OAs/MOUs signed and dated for FY 1997/98 and do they include who will provide services, what the services are, and the time frame of the agreement?	0	5	10	15	20
<b>4. BUDGET, including budget narrative (Maximum 95 points)</b>					
a. How well does the budget support the proposal objectives and activities?	0	6	12	18	25
b. How well do the duties, required qualifications, and time commitment of project-funded staff support the proposed objectives and activities?	0	6	12	18	25
c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?	0	6	12	18	25
d. Does the budget include and clearly indicate the 25 percent required match?	0	2	5	8	10
e. Does the budget include the mandated OCJP training requirement?	0	2	5	8	10